UNIVERSITY OF SOUTHERN CALIFORNIA

Estate/Residential Property Coordinator

Job Code: 179486

Grade: 00
OT Eligible: Yes
Comp Approval: 2/26/2013

JOB SUMMARY:
Serves as team leader/coordinator responsible for overseeing property management operations and/or other related projects at the University President’s Residence (UPR). Provides leadership and direction for day-to-day operations and administrative activities. Inspects and maintains property including providing guidance and direction to Residential Groundskeeper and Executive Housekeeper. Manages vendor relationships and reviews all associated contracts. Administers operating budget and works with staff to ensure appropriate implementation of the budget. Maintains property financial records and project files. Develops staffing schedule and addresses any issues in regards to traffic flow in and out of the property. Takes service requests and works with facilities team to ensure adherence to customer service standards. Ensures that any operational issues are dealt with in a timely manner and proper follow-through is done.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Provides property management coordination for property projects, upgrades, repairs, maintenance and record keeping. Coordinates and develops yearly maintenance schedule of all services such as coordinating painting, electrical and/or plumbing needs, etc.

Administers, maintains and balances day-to-day operating budget including processing transactions, tracking and reconciling budget activity and preparing status reports. Participates in the budget implementation process for deferred maintenance and future fiscal year projections.

Assists in the development of short and long-term facilities projects for senior management approval. Maintains property financial records and project files.

Oversees and coordinates large and small event set up such as dinners, holiday parties, entertainment of guests and presidential meetings. Grants access to staff, external vendors and event coordinator to the property as needed.

Inspects property regularly to ensure security and safety are maintained and that any operational issues are dealt with in a timely manner and proper follow-through is done.

Serves as team leader for facilities staff including Residential Groundskeeper and Executive Housekeeper. Provides guidance and assistance with scheduling resources, coordinating work assignments and work schedules. Coordinates work orders with facilities team and provides feedback in regards to the quality of work.

Maintains security, camera and alarm systems of the property. Serves as first point of contact at all times, day and night for alarm, security and emergency
maintenance issues.

Coordinates and manages property business, schedules and maintains project calendar. Develops daily calendar updates for meetings and calendar of events. Maintains daily log of property activities.

Provides customer service/owner relations. Maintains open dialogue with senior management including the first family and senior management regarding physical condition of estate, projects maintenance, financial issues, etc.

Manages household purchases and repairs such as purchase orders, residential repairs, supplies and materials, staffing supplies and any related items to maintain the property. Serves as coordinator responsible for pro-card charges related to household purchases.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

No  

Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

High school or equivalent  
Specialized/technical training

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Directly related property management experience or mechanical/structural maintenance experience.

**Preferred Field of Expertise:**

Prior property and project management experience in a fast-paced environment. Licensed technician and/or commensurate property management experience. Knowledge of alarm, security and emergency maintenance. Experience with short and long term facilities projects. Demonstrated interpersonal skills. Ability to communicate clearly and effectively.

**Skills: Administrative:**

Assemble and organize numerical data  
Balance figures  
Communicate with others to gather information
Compute totals
Coordinate events
Coordinate work of others
Customer service
Establish filing systems
Establish records
Gather data
Input data
Interpersonal skills
Maintain filing systems
Maintain logs
Maintain records
Network and system security
Prioritize different projects
Prioritize different tasks
Schedule appointments
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Verify calculations

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Handheld power tools and non power tools
Personal computer
Photocopier

Skills: Trade/Auxiliary:
Install equipment, machines, or wiring to meet specifications
Knowledge of city and state building codes
Perform general maintenance repair work for equipment and/or facilities
Respond to emergency situations
Utilize building control systems to diagnose and solve problems

Supervises: Level:
 Leads employees performing similar work on a project basis.
 Leads one or more employees performing similar work.
 May oversee staff, students, volunteers, agencies and/or resource employees.

SIGNATURES:
Employee: _______________________________ Date: _______________________________
Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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